EPSQ

ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE

www.dss.mil

Version 2.2

Updated on September 2000

*Dedicated Professionals -
Safeguarding America's Future*

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EPSQ
Electronic Personnel Security Questionnaire

Introduction

The ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE (EPSQ) is a software system developed by the Defense Security Service (DSS) that allows users to complete and validate information regarding Personnel Security Investigations electronically. EPSQ users access the necessary security information forms within the software, making the completion and processing of security investigations easier and more efficient.

What Is EPSQ?

EPSQ is a software program that contains all the necessary security forms needed to complete an individual s security background investigation. These forms include the following:

National Security Position - Questionnaire SF86
Public Trust Position - Questionnaire SF85P
Selected Position - Questionnaire SF85P-S
Spouse Single Agency Check (SAC) Shell
Special Investigative Inquiry (SII) Shell
DD Form 1879 and NAC Security Information Sheet
Form 562 (Clearance Change Request Form)

After gathering all the relevant personal information required for your background investigation, you simply select the form you need, enter your personal data, and transmit your file to DSS. It s that *simple!*

Our Commitment to You

Using EPSQ will help you to achieve success in your security business matters in the following ways:

Accurately collect information on all initial submissions of data.
Significantly reduce the rate of rejected requests due to incomplete or inaccurate information.
Simplify the investigative process for all involved parties or organizations.

Advantages of EPSQ

EPSQ makes the submission of information easier and adds efficiency to the process of requesting Personnel Security Investigations. The data that each Subject and Security Officer provides is fully encrypted and secure within EPSQ. The built-in edit and validation features of EPSQ support the Subject s efforts towards submitting a complete, error-free form. The built-in transmission feature enables Security Officers to send the completed forms instantly. In addition, sending electronically via EPSQ reduces the costs related to mailing and copying security forms.

EPSQ Receipts are accessible from a link at our Web site (www.dss.mil/epsq). These Receipts are available within 1 to 3 business days of transmission, and remain available for 180 days.

DSS received its one millionth successfully transmitted EPSQ during mid-July 2000!

New Enhancements to EPSQ - Version 2.2

The new version 2.2 of EPSQ contains over six dozen changes and improvements to the software. Many of these changes have been suggested by EPSQ users themselves. While some of these changes are subtle, others will prove immediately useful to the Subject or Security Officer using the software. For example, users no longer have to print the many pages of instructions and Privacy Act notices that precede the EPSQ each time a form is printed. Security Officers will now be able to complete a template that will retain entries in the first Module of both the DD1879 and the NAC sheet.

A complete list of the changes and enhancements in Version 2.2 is available on the Release Notes page at our Web site (www.dss.mil/epsq).

How EPSQ Works

The Subject of a security investigation and the Security Officer handling a Subject s case may use EPSQ in the following way.

Stage	Description
1	The Subject downloads the EPSQ software to her or his computer by accessing the DSS Web site: www.dss.mil/epsq.
2	The Subject completes the personal history form on her or his computer.
3	The Subject uses the validation feature in the EPSQ software to confirm that the form was completed fully.
4	The Security Officer receives the Subject s information and creates an accompanying security information form on her or his computer.
5	The Security Officer then validates the forms, prints the forms, certifies that the printed forms have been signed by the Subject, and forwards the forms electronically to DSS.
6	You are done!

Tools You Will Need for EPSQ

The following information details the minimum hardware and software requirements for EPSQ version 2.x for Windows.

Hardware	Software
IBM-compatible personal computer with 80486 or greater Central Processing Unit (CPU) 66 megahertz or faster processor VGA or XVGA monitor At least 16 MB of RAM 15 MB of disk space for Security Officer Edition (more space needed if edition exceeds 50 Subject forms) 15 MB of disk space for Subject (LAN) Edition (minimum of 7 MB for a single user)	Disk Operating System (DOS) version 3.3 or later (for Windows 3.x users) Windows 95, Windows 98, Windows NT, and Windows 3.x Files=100 or greater in your CONFIG.SYS file Buffers=40 or greater in your CONFIG.SYS file

Organizations Required or Authorized to Use EPSQ

The Department of Defense (DoD) and all DoD activities are required to use EPSQ. The following organizations are authorized to use EPSQ:

  Any agency having personnel security investigations conducted by DoD
  Cleared contractor facilities under DSS cognizance participating in the
National Industrial Security Program

If you are not sure you are allowed to use EPSQ, check with your local security office. For general inquires, please use the contact information below.

For...	Contact Us at...
Technical Problems	epsq_questions@mail.dss.mil
Customer Service	1-800-542-0237

Note: Potential customers must register for EPSQ software and be located at U.S. Internet sites.

Availability

EPSQ is available as a free download from our Web site:
http://www.dss.mil/epsq. Using the DSS Web site is the best way to get
information about EPSQ. The Web site contains suggestions on how to use
EPSQ and provides you with the most up-to-date information on version
changes to the software.

DSS also offers the following customer service information via the Web site:

> EPSQ Instruction Guides.
> Responses to Frequently Asked Questions.
> General information on the Defense Security Service.
> Instructions on how to create EPSQ installation diskettes.
> Detailed EPSQ Checklist Workheets.
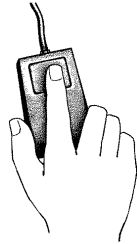> PowerPoint slide presentations - providing instructions and guidance.
> Important news and notes, tips, and other valuable documentation.
> The EPSQ Receipt and Electronic Letter of Consent page.
> And much, much more!

EPSQ is only a click away at the DSS Web site:

www.dss.mil

EPSQ:

Efficiency •Security •Convenience

Using EPSQ - Instructions for the Subject of the Investigation

The Subject can use EPSQ with ease and efficiency. When entering security-related data, the Subject may use either the Subject Edition or the Security Officer Edition of EPSQ. The simple step-by-step process of how the Subject enters information into the software is detailed below.

Step	Action
1	Prepare all personal information needed for the security information forms.
2	Enter required data into EPSQ.
3	Use EPSQ to validate your forms.
4	Print copies of completed forms for your records.
5	Create a file to forward to your Security Officer.
6	Forward completed forms and password to your Security Officer via e-mail, diskette, or LAN. You can also fill out your form directly on your Security Officer s computer.

> **Reminder: The information saved in EPSQ is password protected and encrypted. Transmission of EPSQ data is fully protected by 56-bit encryption.**

Necessary Preparations

Users may find EPSQ an easier task if they are well prepared. Depending on the type of security investigation being conducted, the Subject must document personal activity dating five to ten years into the past.

> **Remember: EPSQ will only speed up the process of security investigations if the Subject s information is complete and accurate.**

For a comprehensive account of which questions are posed as you use EPSQ, please see the detailed EPSQ Checklist Worksheets available at our Web site - www.dss.mil/epsq.

The following is a checklist of all the information that will be required to complete an EPSQ:

  PERSONAL INFORMATION - Name, date, place of birth, physical characteristics

Necessary Preparations, continued

OTHER NAMES USED - Any other names you have used

CITIZENSHIP - Current citizenship, including naturalization or alien registration if applicable, or Form 240 information if born abroad of U.S. parents

WHERE YOU HAVE LIVED - All your residences for the past 5 to 10 years depending on type of investigation

WHERE YOU WENT TO SCHOOL - Education in last 5 or 10 years; if none during that period, provide last school attended after high school, if any

EMPLOYMENT ACTIVITIES - Provide continuous history of employment, unemployment, self-employment for the past 5 to 10 years, including any federal civil service since your 16th birthday

PEOPLE WHO KNOW YOU WELL - Name, address, and phone number needed for 3 people covering the past 5 years (for reinvestigations or NACs) or 7 years (for SSBIs)

SPOUSE - Current and former spouse(s)

RELATIVES AND ASSOCIATES - Names, address, citizenship

CITIZENSHIP OF RELATIVES AND ASSOCIATES - Additional citizenship information about certain close relatives born outside the U.S.

MILITARY HISTORY - All service in U.S. and/or foreign military organizations

FOREIGN ACTIVITIES - Foreign property ownership, contacts, and passports

MILITARY RECORD - Any less than honorable discharge

SELECTIVE SERVICE RECORD - Selective service registration number or exemption

MEDICAL RECORD - Any consultation/treatment with health professional for mental health related condition during last 7 years, including name, address, phone number of provider

EMPLOYMENT RECORD - Details on certain employment terminations

POLICE RECORD - Charged or convicted offenses, including name of law enforcement agency and location of court

ILLEGAL USE OF DRUGS/DRUG ACTIVITIES - Any use in past 7 years, including use while on job, in sensitive position, etc.

ALCOHOL USE - Treatment and/or counseling in last 7 years

CLEARANCES/INVESTIGATIONS RECORD - Others held, denied, revoked, suspended

FINANCIAL RECORD - Bankruptcies, repossessions, wage garnishments, tax liens, unpaid judgments, delinquencies

Necessary Preparations, continued

PUBLIC RECORD CIVIL COURT ACTION - Any in last 7 years not covered elsewhere in form

ASSOCIATION RECORD - Association with, and/or participation in, organizations advocating violent overthrow of U.S. Government

Getting Started

The following table contains instructions on how to complete your security questionnaire using EPSQ.

Step	Actions
1. Enter EPSQ Software & Create User Form	Select Create from the menu toolbar and choose User Form.
2. Type of Form	Choose the type of security clearance form (e.g., SF86) you will be completing from the Type of Form box. Click OK.
3. Type of Investigation	Select the type of investigation (e.g., Single Scope Background Investigation) you are requesting from the Type of Investigation box. Click OK.
4. Privacy Act Statement	Review Privacy Act information and press Enter to continue.
5. Create Password	Enter your Social Security Number (SSN) in the User Login box. Type in a password. Retype password to verify it. Click OK.
6. Type of Organization	Select type of organization from the Organization Type box that most closely resembles your organization. Click Next.
7. Confirm SSN	Confirm the SSN you entered is correct. Click Yes.
8. Complete Forms	Following the Necessary Preparations section above, enter all requested personal data into EPSQ.

Modifying and Validating Your EPSQ

The following table shows you how to edit your EPSQ user form.

Step	Actions
1. Enter EPSQ Software	Select Modify from the menu toolbar and choose User Form. Enter your SSN and password in the login box.
2. Select Module	Choose the item of information that you wish to edit and click OK. Make all necessary corrections.
3. Validate Your Form	Select Validation from the menu toolbar and choose User Form. EPSQ displays number of errors that were found on your form. Either view errors online or print out results. Correct all errors. Exit the process by selecting the exit option and click OK.

Printing and Sending Your EPSQ

The following table shows you how to print, save, and send your prepared EPSQ information to your Security Officer.

Step	Actions
1. Print Your Form	Select Print from the menu toolbar and choose User Form. Send report to printer or computer screen and click OK.
2. Prepare File for Your Security Officer	Select Communications from the menu toolbar and choose Prepare file to Give to Security Officer. Select a file name and directory for the work you have prepared. Click OK to export file information. Click OK after the name and location of the prepared file is displayed.
3. Send File to Your Security Officer	Send your file and password to your Security Officer via one of the following options: E-mail (as an attachment). Diskette. Copy file to a shared LAN drive.

Using EPSQ - Instructions for the Security Officer

EPSQ will simplify the job of the Security Officer. EPSQ enables the Security Officer to review and validate a Subject s personal data and submit it directly to the Case Control Management System (CCMS). The simple step-by-step process of how the Security Officer sets up EPSQ is detailed below.

Stage	Description
1	Choose Security Officer (SO) Edition of EPSQ by double clicking on the SO icon.
2	Select Type of Organization: Military/Civilian. Contractor.
3	Complete all required fields regarding your organization.
4	Create User ID and password. Note: We recommend that you establish at least two System Administration User IDs. This approach enables you to create a backup account. To do this, follow these instructions: Go to Utilities/System Administration/Security Officer Users Select: Add button. Provide required information.
5	Go to Communications/Change User Site Information to complete data fields in the Change User Site Information screen.

Getting Started

The following table contains instructions on how to complete Security Information (e.g., DD1879 or NAC Security Information Sheet) using EPSQ.

Step	Actions
1. Import Subject s Data (if applicable)	Click Receive User Form from Subject/Security Officer. Select the drive and directory where the .zdb file is located. Select file name you wish to import. Highlight Subject s name from the list of user forms.

Getting Started, continued

Step	Actions
1. Import Subject s Data, continued	Enter password for the form you wish to import. Click OK to import the form.
2. Create Security Information	Enter Social Security Number (SSN). Click YES to confirm SSN was entered correctly. Begin entering data.
3. Modify Security Information	Enter SSN or click List of User Forms bar. Highlight name and click OK button. Click OK to begin editing form on Module List. Revalidate work each time you modify a form.
4. Validate Security Information	Enter SSN or click List of User Forms bar. Software displays number and nature of errors. Either view errors online or print out results. Use the Modify option to correct all errors and revalidate.
5. Print Security Information	Select Print from the menu toolbar and choose Security Information. Enter SSN or click List of User Forms bar. Highlight name and click OK. Access report via printer or screen.

Reminder

Be sure to complete the following steps:

  Validate and print both the User Form and Security Information BEFORE you complete the certification process.
  Certify the form BEFORE you attempt to transmit the User Form and the Security Information to DSS.

Validate •Print •Certify

Certifying User Form

The following table provides instructions for certifying the User Form.

Step	Actions
1	Go to Certify/Certify User Form.
2	Enter SSN or click List of User Forms bar.
3	If User Form and Security Information have both validated successfully, highlight name and click OK.
4	Complete date fields and click OK.
5	If a DD 1879 was used for Security Information, identify yourself from the list of Requester organizations. Tell us who you are.
6	If a Special Project Code is applicable to this request, enter this code.
7	Click Yes to acknowledge certification.
8	Click Exit button and proceed to transmitting the information.

> **Note: You must certify that**
>   **the Security Officer signed the Form,**
>   **the Subject signed the Form, and**
>   **the Subject signed the Authorization for Release**
> **before you complete the certification process.**

The following tables provide information on how to transmit the User Form and Security Information to DSS by using e-mail, an internet service provider, or a diskette.

Transmitting the Information - E-mail

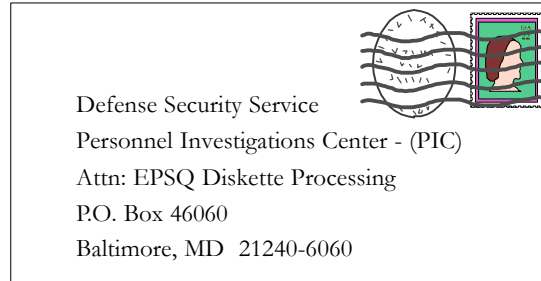| Step	Action
1	Go to Communications/Transmit User Form to DSS/Create E-mail Attachment.
2	Create a file name (e.g., filename.z20) and click OK.
3	Select no more than five (5) files to be sent. (Use Shift key and Mouse to select multiple files.)
4	Click OK to export.
5	User is informed of where the prepared file is located.
6	Create an e-mail and attach prepared file (e.g., filename.z20). Attach up to two (2) .z20 files per e-mail.
7	Send e-mail with prepared file to DSS at epsq20@epsq.dss.mil.

> **Note: Any message in the e-mail will not be reviewed by DSS.**

Transmitting Information - Internet Service Provider

Step	Action
1	Go to Communications/Transmit User Form to DSS/Directly to DSS via ISP.
2	Select no more than five (5) files to be sent. (Use Shift key and Mouse to select multiple files.)
3	Click Yes to send specified files.
4	Click OK to confirm connection to the Internet.
5	Click OK to acknowledge successful transmission to DSS.

Transmitting Information - Diskette

Step	Action
1	Go to Communications/Transmit User Form to DSS/Create E-mail Attachment.

2	Label the diskette with the following information:
	  Return Address.
	  Security Officer s name or other designated point of contact.
	  Telephone Number.
	  The last name(s) of the Subject(s) whose EPSQ(s) is (are) contained on the diskette.

3	Create a file name (e.g., a:\filename.z20) and click OK.
4	Select no more than five (5) files to be sent. (Use Shift key and Mouse to select multiple files.)
5	Click OK to export.
6	User is informed of where the prepared file is located.
7	Transfer the file to a formatted diskette. (Send up to five (5) .z20 files per diskette.)
8	Place the signed copy of the Authorization for Release of information (and fingerprint cards, if applicable) in the same envelope as the diskette. Mail these items, with a self-addressed envelope, to the following address:

Transmitting Information - Diskette, continued

Defense Security Service
Personnel Investigations Center - (PIC)
Attn: EPSQ Diskette Processing
P.O. Box 46060
Baltimore, MD 21240-6060

Using the DISCO Form 562 (Security Officer Edition Only)

The following table provides information on how to create, modify, validate, print, and transmit a DISCO Form 562.

Step	Action
1. Create DISCO Form 562	Enter SSN. Click Yes to confirm correct entry of SSN. Begin entering data.
2. Modify the Form	Highlight the 562 Form you wish to modify. Edit form from Module List. Revalidate form every time you make a change.

Using the DISCO Form 562, continued

Step	Actions
3. Validate the Form	Highlight the 562 Form you wish to validate. Click OK (number and nature of errors will be displayed). Use Modify option to correct all errors and revalidate form. Print validation report to printer or Print Screen.
4. Print the Form	Highlight the 562 Form you wish to print. Click OK. Save the report.

The following tables provide information on how to transmit a DISCO Form 562 to DSS by using e-mail, an internet service provider, or a diskette.

Transmitting the DISCO Form 562 - E-mail

Step	Action
1	Go to Communications/Transmit DISCO 562 to DSS/Create E-mail Attachment.
2	Type a file name (e.g., filename.z20) and create a directory for the file.
3	Select files (up to 5 at one time) to be transmitted. Use Shift key and Mouse to select multiple files.)
4	Click OK to export.
5	User is informed of where the prepared file is located.
6	Create an e-mail and attach prepared file.
7	Send e-mail with attached file to DSS at epsq20@epsq.dss.mil

Note: Any message in the e-mail will not be reviewed by DSS.

Transmitting the DISCO Form 562 - Internet Service Provider

Step	Action
1	Go to Communications/Transmit DISCO 562 to DSS/Directly to DSS via ISP.
2	Select files (up to 5 at one time) to be transmitted. (Use Shift key and Mouse to select multiple files.)
3	Click Yes to send specified files.
4	Click OK to confirm connection to the Internet.
5	Click OK to acknowledge successful transmission to DSS.

Transmitting the DISCO Form 562 - Diskette

Step	Action
1	Go to Communications/Transmit DISCO 562 to DSS/Create E-mail Attachment.
2	Label the diskette with the following information: Return Address. Security Officer s name or other designated point of contact. Telephone Number. The last name(s) of the Subject(s) whose EPSQ(s) is (are) contained on the diskette.
3	Type a file name (e.g., a:\filename.z20) and create a directory for the file.
4	Select files (unlimited number) to be transmitted. (Use Shift key and Mouse to select multiple files.)
5	Click OK to export.
6	User is informed of where the prepared file is located.
7	Transfer the file to a formatted diskette.

Reminder: No diskettes will be returned to the sender. Please ensure that the original data is stored at the Sender s security office in the event a resubmission becomes necessary.

Using the Security Officer Template

In EPSQ version 2.2, Security Officer users have the option of saving information from Module 1 and Module 13 of the DD 1879 and/or Module 1 and Module 7 of the NAC Form onto a template. If this template is used, Security Officers can retain address information--and therefore not have to re-type this information each time.

Step	Action
1	Go to Communications/Change User Site Information.
2	Place X in box Create and Use Security Information template.
3	The next time that Security Information is created EPSQ will ask after each address screen, Do you wish to retain this information in the Security Information template? Select Yes. This question will also appear after Module 7 of the NAC form and Module 13 of the DD 1879.
4	If the Security Officer wishes subsequently to change address information, permanently or temporarily, then the Security Officer can type new address information in any of the address fields.

Notes:

For further assistance call DSS's Support Services Center

at 1 - 888 - 347 - 5213

or Visit our Web Site at

www.dss.mil

Additional copies may be obtained from DSS at

703 - 325 - 6108

TTY: 410 - 865 - 6011

brochures@mail.dss.mil